LIBRARY RESOURCES
The Sharon Public School Library Program Mission is to teach current information literacy skills while being fully integrated into and supportive of the district curriculum, the Common Core Curriculum Standards, and the American Association of School Librarians (AASL) Standards for the 21st Century Learner in Action. In order to achieve this objective, a collection must be continuously reviewed, new materials added, and out-of-date materials weeded out.

1A. Definition of Library Resources
Every school in the system shall have a library which shall include books, digital and non-print materials selected for their relevance to the curriculum for independent study and/or research. The library shall include a variety of high interest fiction and nonfiction to support the district's literacy objectives.

1B. Criteria for Selection of and Weeding Out Library Resources

1B.1. Library Material Selection and Adoption
The School Committee endorses the School Library Bill of Rights, as adopted by the American Library Association, which asserts that the responsibility of the school library is to:

- Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities and maturity levels of the students served.
- Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
- Provide a background of information that will enable students to make intelligent judgments in their daily lives.
- Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
- Provide materials representative of many religious, ethnic, and cultural groups and their contributions to our American heritage.
- Place principle above personal opinion, and reason above prejudice, in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Criteria for Selection
Initial purchase suggestions for library materials may come from all personnel (i.e., teachers, coordinators, administrators). Students and parents will also be encouraged to make suggestions. The Library Teacher will recommend materials to be included in the school library. Final approval and authority for distribution of funds will rest with the Assistant Superintendent in charge of libraries in coordination with building principals, subject to approval by the Superintendent.

Library Teachers select materials based on the following core collection tools:
Staff recommendations
Student and parent recommendations
Professional and youth review sources may include, but are not limited to:
- ALA Youth Media Awards
- Book Links
- Booklist
- Bulletin of the Center for Children’s Books
- Horn Book
- Library Media Connection
- School Library Journal
- Kidsreads.com
- Other professional resources as appropriate

In accordance with the District's policy of providing instructional materials on opposing sides of a controversial issue, it should be noted that neither the libraries nor the District serve as advocates for the ideas expressed in any materials, nor does the presence of any material indicate automatic endorsement of the ideas expressed therein.

1B.2. Weeding
Weeding of the library collection will be conducted on a continuous, systematic basis by the Library Teacher using the following SPS and ALA guidelines.

Deciding what can be weeded: Among the tools that can be used to assist in the decision-making process are the following:

- Sharon Public Schools’ K-12 Learning Standards
- CREW- A Weeding Manual for Modern Libraries
- HW Wilson’s Children’s Core Collection
- Lists of winners of the following awards:
  - Caldecott Medal, ALA Association for Library Service to Children
  - Newbery Award, ALA Association for Library Service to Children
  - Coretta Scott King Award, American Library Association
  - Massachusetts Children’s Book Award
- Review journals:
  - School Library Journal
  - Booklist
  - The Horn Book
  - Book Links
- Curriculum journals:
  - The Reading Teacher
  - Science and Children
  - Teaching Children Mathematics
- Usage data
- Condition of book/resource
When the Library Teacher has decided a book/resource is no longer useful, it should be removed from the collection.

1C. Discarding Library Resources
Materials chosen for discarding are stamped “DISCARD”, stripped of pockets and cards, and have labels inked out. They are first offered to faculty and students, second to other town boards or departments and third to non-profit organizations that may have an interest, and finally thrown away. If the materials are valued at $500 or more, the Disposal of Surplus Property policy must be followed. Reference: School Committee Policy DN.

1D. Disclosure of Information/Privacy of Circulation Records
Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.

1E. Challenges
Criticism of materials in or from the library should be submitted in writing to the Library Teacher. The Principal and Assistant Superintendent in charge of libraries will be informed, and convene a review committee, of which they will be members, consisting of the Library Teacher and relevant school staff who will review the written allegations. The challenged book or material will be judged by the committee for its conformity to the SPS Mission Statement, the educational and curricular goals of the school, and grade level appropriateness. In accordance with Policy IJ, an appeal may be made to the Superintendent and, if not resolved, may be brought to the School Committee. Use of the books or materials involved will not be suspended pending a decision in writing from the review committee.

1F. Damaged and Lost Books
1F.1. Damaged Books
If a library book is damaged while in a student’s possession, the student will receive a bill for the book stating the amount to replace the book and the type of damage. Payment will equal the cost to replace the book calculated by the book’s cost rounded up to the next whole dollar plus one dollar for book processing. Payment for the damaged book may be in cash or by check made out to the Sharon Public Schools. The student/parent will receive a printed receipt for the payment.

The school may replace a damaged book with a copy of comparable binding, if in print, or another title of comparable subject matter, readability, and cost if the original title is not available.

1F.2. Lost Books
When a library book is not returned when due, the student will receive at least one overdue notice before receiving a final bill for the book. If the book is lost, payment will equal the cost to replace the book calculated by the book’s cost rounded up to the next whole dollar plus one dollar for book processing. Payment shall be paid in cash or by check made out to Sharon Public Schools. The student/parent will receive a printed receipt for the payment.
If a student at Sharon High School has neither returned the book nor paid for it by the end of the school year, the student’s name will be turned over to the office for further action by office staff.

If the book is found and returned in acceptable condition within one month of payment, or, in the case of a book lost at the end of a school year, by September 30 of the following school year, a refund will be issued to the student/parent. The school will purchase a replacement of a lost title after a grace period of one month. If a book is found and returned after that one month period, no refund will be paid.

The school may replace a lost book with a copy of comparable binding, if in print, or another title of comparable subject matter, readability, and cost if the original title is not available.

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